



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

MEMORANDUM FOR SEE DISTRIBUTION

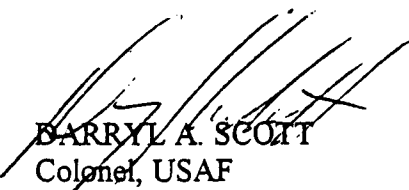
MAY 11 1999

FROM: HQ AFMC/FM/PK
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006


SUBJECT: Mandatory Use of the Automated Business Services System (ABSS)

1. ABSS is a SAF/FM-sponsored initiative that allows electronic routing of a funding document and automates the feeding of commitment/purchase request data to our accounting and contract writing systems. ABSS is deployed to all AFMC sites except for SA-ALC and SM-ALC. ABSS has an electronic interface with the Base Contracting Automation System (BCAS). Plans are underway to interface ABSS with the Standard Procurement System (SPS) by Jan 00, and ConWrite by late FY00.
2. The attached SAF/FM/AQC memorandum mandates that financial management and contracting activities process all funding documents and available fund types through ABSS. This action is necessary to achieve a paper-free contracting process and to resolve problem disbursements. The contracting activity will receive and accept an electronic copy of the ABSS funding document even if the interface has not/will not be established, and will immediately begin using the electronic interface for BCAS. As other contracting interfaces are deployed in future versions of ABSS, it will be mandatory for the contracting community to use these interfaces.
3. Air Logistics Center (ALC) requirements that are either processed through or planned to be processed through the Purchase Request Process System (D203) and the Automated Project Order System (J025A) are exempt from ABSS. OC-ALC, OO-ALC, and WR-ALC must use ABSS for non-centrally procured RDT&E (Fund Code 29) and operational contracting (BCAS) acquisitions.
4. All of AFMC is exempt from the mandate to process travel forms or training forms through ABSS. If a user organization is located outside the firewall where the ABSS database server resides, documents that carry Privacy Act information on them are prohibited from being processed through ABSS.
5. ABSS must be implemented to the maximum extent possible. Recommend that the local financial management and contracting activities work closely together to facilitate the transition to this paperless funding process. The SAF points of contact are provided in the attachment. If

you have any questions concerning the AFMC implementation of ABSS, please contact the ABSS Functional Manager, Mr. Mark Ernst, HQ AFMC/FMFS, DSN 787-7366; Mr. Paul Grabiell, HQ AFMC/FMPA, DSN 227-0292; or Ms. Edith Ryan, HQ AFMC/PKS, DSN 986-0448.



BARRY L. A. SCOTT
Colonel, USAF
Director of Contracting



DENNIS R. SAMIC
Brigadier General, USAF
Director, Financial Management
& Comptroller

Attachment:
SAF/FM/ACQ Memo, 5 Apr 99

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cc: SAF/AQCI/FMPS
MSG/FNA



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

Office of the Assistant Secretary

05 APR 1999


MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM/LGC/PK

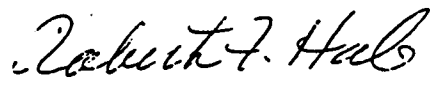
SUBJECT: Mandatory Use of Automated Business Services System (ABSS)

During FY98, we informed you that SAF/FM and SAF/AQC were partnering to achieve paperless business processes and to help resolve problem disbursements. ABSS is a SAF/FM-sponsored initiative that allows electronic routing of the Purchase Request (PR), and electronically feeds commitment/PR data to our contract writing systems. Currently, ABSS is deployed to over half the active Air Force financial and base contracting communities through the Base Contracting Automation System (BCAS) interface. We expect the AF deployment to be completed by Apr 00. Deployment to the ANG and AFRC will be completed by Sep 01. Plans are underway to interface with the Standard Procurement System by Jan 00. Additionally, ABSS and ConWrite will field an interface in late FY00.

To achieve DEPSECDEF's reform initiative of moving to a paper-free contracting process, it is mandatory for all funding documents and fund types available through ABSS, be processed through ABSS. The contracting community will receive and accept these electronic copies of the funding documents through ABSS. As true partners in business processes and practices today, both communities must use the deployed automation tools/interfaces to the maximum extent possible. In that regard, we expect the field to follow this direction immediately. Bases undergoing ABSS deployment will process all ABSS funding documents electronically within 60 days of deployment. It is imperative we use the systems we've developed to fully achieve paperless and alleviate problem disbursements.

We are counting on you and your base-level comptrollers/contracting directors to ensure this mandate is carried out to the fullest extent possible. If you have any questions, please contact Lt Col Mike Brown, SAF/FMPS, DSN 227-0292; Maj Rebecca Weirick, SAF/AQCI, DSN 425-7051; or Mr. Mark Ernst, ABSS Functional Manager, DSN 787-7366.


FRANK J. ANDERSON, Jr., Brig Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)


ROBERT F. HALE
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

cc:
ABSS PMO
AFCIS SPO